

## **Town of Berryville Job Description**

**Job Title:** Town Clerk/Administrative Assistant, Administration  
**Department:** Administration  
**Reports To:** Assistant Town Manager for Administration/Treasurer  
**FLSA Status:** Nonexempt  
**Prepared By:** KRD  
**Prepared Date:** 7/15/14  
**Approved By:** KRD  
**Approved Date:** 7/15/14

### **SUMMARY**

Performs operations involving a number of different actions and procedures related to everyday operation of the Town's Administrative Department. Serves as secretary to Town Council and Town Manager. Attends meetings and prepares minutes of meetings attended.

Position provides secretarial, clerical, and receptionist support to the Administrative Department Staff, Public Works Staff, and Public Utilities Staff. Position files, answers phones, performs typing and word processing functions, greets and assists public. Position directs public to proper departments as needed.

Serves as primary contact with the Town's IT contractors and maintains/updates the Town website. Performs purchasing functions as required. Administers P-Card and Fuel Card programs. Collects utility bills, auto license fees, taxes, meal taxes, business license fees, and fines and prepares and issues receipts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by supervisor or Town Manager.

- Serves as secretary to Town Council and Town Manager. Prepares reports and correspondence as needed, maintains Town Council minute files, and maintains and updates Town Code in accordance with actions of the Town Council.
- Serves as custodian of Town Files and is the FOIA officer for the Town.
- Provides secretarial, clerical, and receptionist support to the Administrative Department Staff, Public Works Staff, and Public Utilities Staff.
- Collects utility bills, auto license fees, taxes, meal taxes, business license fees, and fines and prepares and issues receipts. Provides backup for Town Business Office staff on a regular basis.
- Prepares and distributes business license application forms, processes, posts, files, and maintains records, sends necessary notices, and maintains records of business license activity. Works under direction of Assistant Town Manager for Administration/Treasurer with enforcement of delinquent business licenses.

- Assists Department Heads in purchasing functions. Reviews all requests for purchase orders. Prepares purchase orders. Processes purchase orders after proper authorization is granted.
- Schedules appointments for Town Manager and Town Council, gives information to callers, takes dictation, composes and types correspondence, reads and routes incoming mail, and performs other administrative and clerical duties.
- Greets public and conducts office operations in a professional and polite manner.
- Coordinates departmental mailings and publication of legal notices.
- Maintains centralized files. Files Town Manager's records and documents, Administrative Department records and documents, and maintains said files and work area in a neat organized manner.
- Responds to FOIA requests on behalf of the Town.
- Attends Town Council meetings, the majority of which occur during evening hours. May be required to attend other meetings of other boards or commissions as assigned by supervisor or Town Manager. Takes the minutes of these boards, submits minutes to appropriate member of management for review, makes necessary corrections, has appropriate chairman sign approved minutes, maintains file of approved minutes.
- Serves as primary contact with Town's IT contractors and maintains/updates Town website.
- Assists in grant writing and grant administration functions.
- Assists other town personnel as assigned by supervisor or Town Manager to provide assistance in daily office functions.
- Performs other tasks as required.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities

**Competencies** To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Able to read and interpret written complex information. Able to write clear professionally prepared business communications. Able to produce accurate, clear, and concise meeting minutes.

Teamwork - Gives and welcomes feedback.

Planning/Organizing - Uses time efficiently.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent.

Dependability - Follows instructions, responds to management direction.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); experience as a secretary/receptionist or advanced courses in secretarial science and computer application required. Experience with word processing computer packages required and experience with desktop publishing applications helpful.

Experience with website maintenance is helpful.

Knowledge of basic accounting practices and terminology helpful. If hire does not have such knowledge, must have ability and willingness to learn such practices and terminology.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of organization.

Must be able to write accurate, clear, and concise minutes of meetings attended. Must demonstrate ability to use correct business English (usage, grammar, and spelling).

Strong written and verbal communication skills necessary.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but involved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.

### **DRUG AND ALCOHOL TESTING**

Position is subject to testing as provided under the Town of Berryville Drug and Alcohol Testing Policy.

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This job description is not intended to be all inclusive and the employee will also perform other reasonable related duties as assigned by immediate supervisor and other management as required.

The Town of Berryville reserves the right to revise or change job duties and responsibilities as need arises. This job does not constitute a written or implied contract of employment.